

# DASG Budget Request 2023-2024

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022

Applications and attachments must be typed and submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format:

“DASG Budget Request - DASG Account/Program Name - DASG Account Number”

For Example: “DASG Budget Request - DASG Budget Committee - 41-51140”

Everything submitted will be publicly available online.

**Delete the Object Codes and lines within Object Codes you do not need.**

1. Program (Account) Name: Higher Education For AB-540 Students (HEFAS)
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-56410
3. Amount requested for 2022-2023 \$ \$27,129.23
4. Total amount allocated for 2022-2023 \$ \$22,545
5. How long has this program existed? 11
6. Number of students directly served in this program: 582 members and 60 volunteers

***Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.***

7. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)?

Our program not only caters to undocumented students, but it is also available to low-income, first generation, students of color. This means that more than half of the students attending De Anza College qualify for our membership. We also encourage students to be involved with us as volunteers or allies promoting higher education and supporting undocumented and low-income students. HEFAS collaborates with many organizations and clubs on campus such as VIDA, Office of Equity, LEAD, Puente, EOPS, and many more. HEFAS also hosts an annual conference open to all students and educators on campus through the HEFAS Summit every Spring quarter. During COVID-19 we have gathered and shared resources that can benefit all students and families regardless of their status, therefore our program supports students beyond their academic needs.

8. What would be the impact if DASG did not completely fund this request?

The consequences of not getting funded would mean the program will not exist. More than half of our budget comes from DASB which helps pay for our student interns, provides free printing and supplies for our members. Due to our current political climate, it would be devastating for our members to be unable to have this undocumented student resource center on campus. Our members need us the most during these times because we provide a safe space, resources, legal reference, and relieve financial stress for the undocumented community during a limbo of uncertainty. Funding our program will implement De Anza's mission statement of helping every student from any background achieve their educational goals.

9. Total amount being requested for 2023-2024 (from page 3) \$27,223.47

**Student Payroll (2310)**

**MUST ALSO COMPLETE THE HOURLY BENEFITS (3200) SECTION**

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1. <u>Center Coordinator</u>	<u>\$17.60 x 5hrs/1wk x 36wks</u>	<u>\$3,168.00</u>
2. <u>Outreach Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>
3. <u>PR Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$3,168.00</u>
4. <u>Membership Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>
5. <u>Volunteer Coordinator</u>	<u>\$17.60 x 10hrs/1wk x 36wks</u>	<u>\$6,336.00</u>

**TOTAL: \$25,344.00**

**Hourly Benefits (3200)**

**MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL**

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

Job Title	Total \$ x Percentage	Cost
1. <u>Student Interns</u>	<u>\$25,344 x 1.30%</u>	<u>\$329.47</u>

**TOTAL: \$329.47**

**Printing (4060)**

(Flyers, posters, programs, forms, etc.)

Item	Intended Use	Cost
1. <u>Printing</u>	<u>Outreach and visibility: Flyers, posters, forms</u>	<u>\$300</u>

**TOTAL: \$ 300**

**Technical and Professional Services (5214)**

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

Item	Intended Use	Cost
1. <u>Annual HEFAS Summit Keynote Speaker</u>	<u>Guest Speaker</u>	<u>\$500.00</u>
2. <u>Annual HEFAS Summit Workshop</u>	<u>Facilitator (3 x \$250 each)/Independent Contractor</u>	<u>\$750.00</u>

**TOTAL: \$1,250**

**Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)**

**\$ 27,223.47**

**Request For Information (RFI)**

Question / Inquiry	Program Response
<p>Please provide a <b>thorough</b> description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?</p>	<p>Higher Education for AB 540 students (HEFAS) at De Anza College is an institutional and educational program that in its eleventh year of existence will keep providing resources, reduce financial stress, and create a safe learning environment for all students with an emphasis on low-income, undocumented/AB540 students and its expansions. It implements a book loan program, peer advisors, tutoring and free access to resources; which all secure their educational success. We are dedicated to empowering students, building leadership skills, promoting social justice, and advocating for higher education. We recognize that students need support in more than their academics, therefore we have incorporated resources for students to live well even through a pandemic.</p>
<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>One of HEFAS' core values is building community leaders out of our members. Before building leadership, HEFAS educates our members in numerous ways. Whether it be through one-on-one conversation, workshops, or events we provide, students are equipped with necessary knowledge that allows them to apply and succeed in school, work, and life. The type of resources and opportunities we provide our members with are: volunteering, Undocu-Ally training, immigration and public policy education, entrepreneurship, self-care and mental health, know your rights training, scholarships, and information on opportunities on and off-campus. The hope is that the students take this information and use it themselves as well as share it with others, expanding the impact of HEFAS' resources and information. We also expose our 60 yearly volunteers to working with undocumented communities, which support in community building and empathy.</p> <p>HEFAS also hosts an annual summit during the spring quarter focused on a central topic around immigration. The annual summit hosts a community keynote speaker, various workshops, food, entertainment, and more. This supports the goal for the De Anza community to open their perspectives on immigration issues and gives opportunities for dialogue. This summit is open and attended by 70-100 students, educators, and community members. In Spring 2021 and 2022, we were able to have participants from other cities, states and countries which expands the reach of HEFAS and solidifies the importance of this work.</p>

Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at [www.deanza.edu/dasg/budget](http://www.deanza.edu/dasg/budget)

HEFAS continues hold the following principles:

1. As an undocumented student resource center, HEFAS provides services and resources that support and allow undocumented and low-income students to achieve in higher education.
2. HEFAS provides volunteering and internship opportunities in issues facing the undocumented community like public policy, relief services, and education. Student is a student led organization that fosters leadership opportunities and skill for the interns, volunteers and the members. Students get a say in how HEFAS addressess the challenges students of undocuemynted, low income backgrounds face. Students are especially directy impacted by federal, state and local policies and they are able to be involved in making a difference in a larger scale.
3. HEFAS members consist of active and enrolled DASG students. HEFAS hosts a large portion of the De Anza student population since the program is open to undocumented, low-income, first-generation, and students of color. These student populations are our focus, but we still informally serve any student who comes to our events and office hours. We host events that highlight the intersectionalities of being undocumented and other idenities like being undocuqueer, undocuasian, undocublack, and other identities to ensure we are represeting all students. We also collaborate with other centers to expand our services to students who are part of other programs.
4. HEFAS has multiple programs like the book, calculator and computer loan programs that support the students financially, but it also means that there is less waste being produced. We give books another chance by loaning them out on a quarterly basis and allow them to be used for longer. We are conscientious of the amount of waste that can be created by a program, before the pandemic, we were making the transition to do more online systems versus paper applications and sign ins. Lastly, we acknowledge that one of the reasons people migrate/displaced is due to environmental circumstances. We started organizing educational events on how climate impacts people and migration and why it matters to be more environmentally conscientious and we will continue to do this work. We also work with programs like SEED who focus on Environmental Justice issues.
5. HEFAS is currently starting to work with the Research Office at De Anza to create a campus wide survey that will give us an insight to the most current and pressing needs of undocumented students on campus. Whith this new data, we can adapt our services and programing to address the needs. We also track the budget throughout the year to ensure its members are receiving the best use of resources

	<p>and services. This includes monthly budget reviews that allows HEFAS to make modifications as needed while still meeting our mission.</p> <ol style="list-style-type: none"> <li>6. HEFAS is a year-long program that provides services throughout the academic calendar. This is made possible by the available budget during the year that pays for HEFAS’ internships, events, services and educational swag.</li> <li>7. HEFAS empahises on supporting students who are undocumented, but we are open to ALL students who can benefit from our services. We do not turn away any student and support them in any way we can. Sometimes, that support is having someone to connect with or a space to study (when we are on campus). HEFAS is also able to recruit and retain students to De Anza due to its dedication to the undocumented community. Since we are one of the few community colleges in the area that provides a resource center such as HEFAS, we are able to attract students to our campus and therefore complete their higher education at De Anza.</li> <li>8. In particular during the pandemic, HEFAS worked to offer specialized services including housing, legal counsel and support, mental health counseling, food resources, and others. Students feel comfortable and stable to prioritize their educational objectives and dreams if they are supported in these essential areas. We continue to prioritize these needs for students who require them so that we can assist them in every way that enables them to accomplish their academic goals while attending De Anza.</li> <li>9. HEFAS is a unique program that provides resources for undocumented and low-income students. It is rare to find a DREAM resource center in other community colleges that centers student roles throughout CA, because these centers are not part of the basic functions of educational institutions. With the financial support, HEFAS receives the capability to support more of this community as it continues to grow in a climate of anti-immigration.</li> </ol>
<p>Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the</p>	<p>HEFAS advertises itself throughout the academic year. HEFAS also has two internship positions that are dedicated to promoting our services. These positions are the Outreach coordinator and Public Relations coordinator. The outreach coordinator reaches out to high schools, communities, does classroom presentations, and promotes at other events on campus to make HEFAS visible and bring our services to students. The PR coordinator oversees HEFAS’ designated De Anza webpage, our weekly newsletter that features resources and opportunities specific to our focus communities and</p>

<p>current academic year as well as any marketing material you will or have used.</p>	<p>the HEFAS social media pages. HEFAS also hosts and cosponsors events throughout the year to build inclusivity with other communities.</p> <p>We contracted an UndocuArtist to design a poster that we will post all over campus (in person and online) to make the campus a more welcoming and visually inclusive environment. The art work was released this Fall and we will make sure that students know they are welcomed and supported regardless of their status and other intersecting identities.</p> <p>With the transition to on-campus attendance, we look forward to utilizing our resources and host events both in-person and online to reach all spectrums of our audience. With our new center open from Fall 2022, we have designed it to be a safe and comfortable space for all students and provide additional support and resources in any way we can.</p>
<p>Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.</p>	<p>HEFAS promotes equity on campus by supporting and uplifting the marginalized community of</p> <p>undocumented students at De Anza College. Through our services, undocumented and low-income students can receive help with food security, supplies, peer guidance, academic and work opportunities, scholarships, and educational support to level the playing field on their way to graduation. Most of our events encourage conversations of equity, inclusivity, and solidarity amongst various groups. By having financial, educational, and allied support, undocumented and low-income students on campus have a stronger opportunity to achieve success. HEFAS also collaborates with the Office of Equity and other programs that promote equity at De Anza.</p> <p>HEFAS staff members also facilitate the UndocuSolidarity Trainings with De Anza staff, faculty and administrators so they can support undocumented student and share the resources HEFAS has to offer. The training is composed of real life scenarios and helps train our campus community to use inclusive language and practices for undocumented students and all student in general. This is an effort of equity and justice.</p>
<p>How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.</p>	<p>In response to Online Learning, HEFAS has continuously worked to provide resources and updated information to our members. During this time, we have found it crucial to supply resources regarding financial help since many federal programs limited their assistance to citizens only. We developed a webpage dedicated to resources due to COVID-19, as well as worked with the</p>

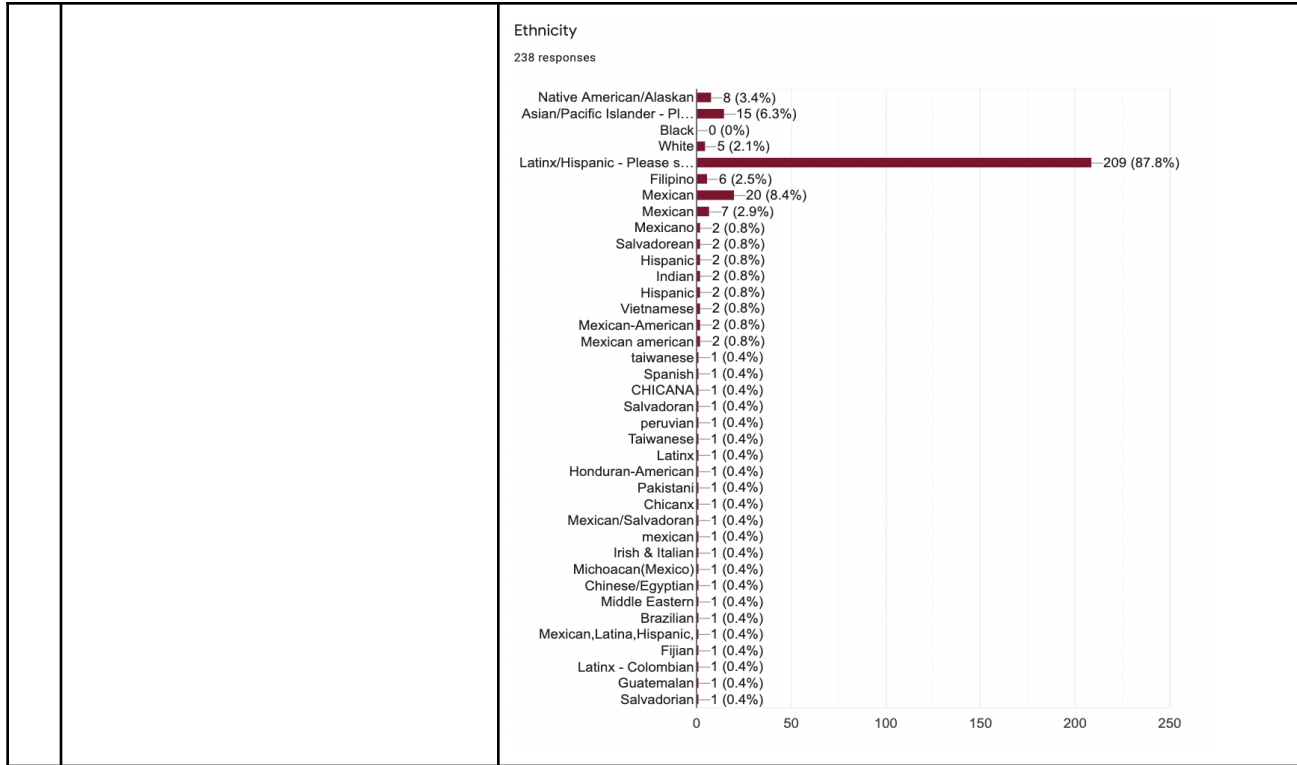
	<p>marketing department to provide that information on the main De Anza website.</p> <p>We have held multiple events through Zoom that cater to current issues and help relieve stress that has been brought by the pandemic. Both Undocu-Welcome and Undocu-Ally training have transitioned to an online format and we have been able to meet our event goals.</p> <p>We will continue to support students and host events, but the most challenging aspect of the online transition is not having a physical space. We have been able to provide online Office Hours to dedicate a space for students to reach out to us with concerns or questions. These office hours are hosted by both student interns and HEFAS staff.</p>
<p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p>	<p>The majority of HEFAS' funding comes from DASG and allows for our student interns to complete their goals and serve our members. Therefore, our student interns, student benefits, and professional services are the most critical object codes for DASG to fund. These services are not just all of HEFAS' biggest expenses but are also the most important for our members. By protecting our student interns, we can fulfill our goals of providing free and reduced cost services. As well, professional services are key to our events and add valuable importance to our community. Printing is an essential element as part of HEFAS since we are transitioning to offline and given that we have opened a new center. Printing is a key factor in outreach and PR by making posters, forms and brochures. Especially with a transition to in-person events that include tabling, printing resources is really vital in outreaching to as many students we can.</p>

**Data Sheets/Attachments**

Please attach supporting documents of the following questions and list the document names accordingly. Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	<b>Question / Inquiry</b>	<b>Document Name / Additional Response</b>
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> <li>● Number of total AND new active students over the past 3 years</li> <li>● Number of enrolments retained (stayed for more than a quarter)</li> <li>● Number of students enrolled in online services</li> <li>● Does your program serve a certain demographic or the whole De Anza population?</li> <li>● Racial demographics (if possible)</li> </ul>	<p>We currently have a total of 582 members. In the past three years we estimated to have 360 core members that attend events, use services and/or benefit from HEFAS resources. In the past year we have gained 42 new members, but we estimate that we lost about the same amount due to the pandemic. Although students are no longer enrolled at De Anza, we have still supported them with community services and resources. We also work with an average of 60 student volunteers every year who are new or returning volunteers to HEFAS.</p> <p>The pandemic has impacted all students and community members, but it has especially impacted undocumented students and their families because of the limited resources and opportunities they have to fund their livelihood. This has sometimes made it hard for our HEFAS members to stay consistently enrolled at De Anza, but they have constantly been engaged in De Anza when needed. They know we provide holistic opportunities and services and reach out when they need financial, legal, mental health and health assistance. With De Anza slowly transitioning to in-person, we are observing more activity and students visiting our new center and utilizing our resources and increased attendance at our events.</p> <p>The following data chart is from the responses of 238 new members since 2017. It shows the breakdown of Ethnicity/Race. We have a high number of Latinx students, but work to serve students from all backgrounds of race/ethnicity, gender, sexuality, socioeconomic status and immigration status. We never turn away a student who wants to become a HEFAS member, we are open to all. We are working to have an updated chart with Institutional Research Office since 2021 and will be conducting a survey this 2022-2023 academic year. We hope that this new data will help us better serve the De Anza student population as a whole.</p>





2. STUDENT FEEDBACK

- Attach student feedback forms, surveys, etc.
- How has your program responded to suggestions made by students in the previous year?

We have been trying to do a campus wide survey with the Institutional Research Office since spring 2021. This would be the first survey for undocumented students ever done at De Anza so it is taking us some time to complete it in a way that is inclusive and holistic. In this survey we will inform HEFAS and our campus about the needs, feelings and suggestions from undocumented students at De Anza. We hope to launch this survey at the beginning of Winter 2022.

During the online learning we have transitioned to having online suggestion surveys where we have received feedback and appreciation from students.

Some of the responses we got for the HEFAS Summit June 2022 were:

*“I enjoyed the speakers and performances we had from very informative individuals and talented artists.”*

*“I enjoyed the speakers, hearing about different stories is inspiring.”*

*“All information was valuable and I was able to get answers to my questions and concerns.”*

*“I enjoyed Dr. Raymond Jaeta’s experience of pursuing a high education at Stanford and his career after graduating with a doctorate. It’s an inspiring story where I relate to a certain level when it comes to working and school, he inspires me to keep pushing at the various obstacles I’ll encounter in the foreseeable future!”*

		<p>One student who identifies as non-undocumented stated “<i>I enjoyed learning about solidarity and how to become a better ally to a community that I don't belong too.</i>”</p> <p>Some feedback received from students:</p> <p><i>“To continue hosting these because it helps a lot to learn about the various communities at De Anza come together in a safe space for people of different walks of life to relate and learn from.”</i></p> <p><i>“I will suggest that Hefas continues preparing meetings like this. I will be there for sure.”</i></p> <p>Most of our feedback and appreciation comes from our one-on-one office hours with students. If they have a suggestion or a need that we don’t currently address, we discuss it as a team at our next team meeting and figure out how we can support the student and future students.</p> <p>This academic year we will als be conducting feedback from the student interns for the center and the staff. We believe this is important to ensure that the student leaders are also being supported and continue to have the student led emphasis.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> <li>List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)</li> <li>Attach account reports of all sources of funding</li> </ul>	<p><b>2022-2023 Funding</b>  <b>DASG: \$22,545</b></p> <p><b>Account Number:</b> 41-56410</p> <ul style="list-style-type: none"> <li>For student interns and benefits</li> <li>Professional services</li> </ul> <p><a href="https://www.deanza.edu/studentaccounts/reports/account-reports/fund41-dasg-general/56-campus-events-and-services/41-56410.pdf">https://www.deanza.edu/studentaccounts/reports/account-reports/fund41-dasg-general/56-campus-events-and-services/41-56410.pdf</a></p> <p><b>Foundation Account: \$37,929.64 (attached)</b></p> <p><b>Account Number:</b> Index 2FO188</p> <ul style="list-style-type: none"> <li>For HEFAS center functions</li> <li>For Undocu-Ally Training</li> <li>For Undocu-Welcome Orientation</li> <li>For Events and Food</li> <li>For HEFAS Promotional Items</li> <li>For Supplies</li> <li>For Immigrant Justice Scholarship</li> </ul> <p><b>(Pending) Silicon Valley Community Foundation: \$35,000</b></p> <p><b>Account Number:</b> Index 2FO188</p> <ul style="list-style-type: none"> <li>For a new program called UndocuStem where we focus on resources, services and opportunities for undocumented students pursuing STEM fields careers.</li> </ul>

	<p><b><u>2023-2024 Funding</u></b>          We do not have yearly funding and all fundings are dependent on grants and funding requests. Therefore, we are uncertain of how we will be able to fund the center, student wages, programing and all other functions of HEFAS for the year 2023-2024.          We will contunie to apply to grants, as well as DASG funds.          We appreciate the support!</p>
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**Signatures are not Required for this Application**

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

**Signatures that are Required for Utilizing Funds**

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

**Budgeter and Administrator Information**

- Budgeter’s Name:            Angelica Esquivel
- Phone Number:            (408)864-8993
- Email:                        esquivelangelica@deanza.edu
- Relationship to Project:   Supervisor
- Position on Campus:       Program Coordinator, VIDA/HEFAS
- Administrator’s Name:    Alicia Cortez
- Phone Number:            (408)864-8365
- Email:                        cortezalicia@fhda.edu
- Relationship to Project:   Admin. Manager
- Position on Campus:       Dean of Equity and Engagement